

**05.02.022****Authorization of Purchase Orders****Effective Date**
September 1, 2017**Version**
2017.1**Prepared By**
Business Development Manager**Approved By**
General Manager

Purpose

To provide for the authorization of customer credit or the acceptance of purchase orders.

Scope

Business Development Manager

Policy

- I. Only the Business Development Manager may issue credit to AMHS customers.
 - a. Medical care payments may be made by purchase order from approved customers. See P&P 05.01.012.
 - b. Youth group bookings may be paid for using a purchase order from approved Alaskan school districts. See P&P 02.05.010.
 - i. No other group or organization booking a youth group is approved for purchase order payments.
- II. Approved customers will have a predetermined a credit limit with AMHS.
- III. AMHS reserves the right to deny a purchase order:
 - a. If it fails to meet required criteria. See the appropriate P&P section for further requirements for each program that accepts purchase orders.
 - b. For use on certain types of bookings or specific sailings.
 - c. Failure to make payments for purchase orders or if a balance exists on the credit limit of a customer for an excessive period of time.
 - d. Other reason deemed appropriate by AMHS.
- IV. Purchase orders must come directly from the approved organization or customer.
- V. Purchase order amounts should be accurate, however AMHS may lower the total amount required.
 - a. If the total amount due has increased an amended or new purchase order is required.

Responsibilities

- 1. Business Development Manager:
 - a. Determines who is approved for purchase order payments.
 - b. Determines if a customer has failed to follow the above policy^A and whether or not to deny future use of purchase orders by the customer.

Forms

None

Revision History

Supersedes CSP&P 1-13

Original Version 2017.1, September 1, 2017

^A Typically balances are due within 30 days of billing. Failure to pay on time may be considered an excessive period of time to have a balance due on credit.

References

None